

APPLICATION FOR CERTIFICATION

**UNDERGROUND OIL STORAGE TANK INSPECTOR
UNDERGROUND OIL STORAGE TANK INSTALLER
UNDERGROUND GASOLINE TANK REMOVER**



Maine Board of Underground Storage Tank Installers
Department of Environmental Protection
17 State House Station
Augusta, ME 04333-0017

Board Staff: James Hynson & Theresa Scott
Office Telephone: (207) 287-2651
Office Fax: (207) 287-7826

Webpage: www.state.me.us/dep/rwm/transpininstall
Office located at: Ray Bldg./AMHI Complex, Hospital St,
Augusta, Maine

APPLICATION INSTRUCTIONS

Examination/Certification Requirements

COMPLETING THE APPLICATION FORM – Answer all questions and return the following to this office:

- Application form.
- One (1) color photograph, approximately 2" X 2".
- A check or money order for the applicable application and examination fees (shown on fee structure on page 4) made payable to Treasurer, State of Maine *.
- Three (3) professional reference forms. The forms must be submitted directly to the Board by the person(s) completing the form(s).
- Three (3) personal reference forms. The forms must be submitted directly to the Board by the person(s) completing the form (s).

Six (6) reference forms are enclosed. You must submit them to appropriate people, and the reference forms should be returned to the Board directly by these people. It is your responsibility to see that these forms are completed and returned to the Board directly by these people. Your application will not be considered complete until all references are received by the Board.

Please note that your application must be signed in the presence of a Notary Public or a Justice of the Peace. To find a Notary Public or a Justice of the Peace in your area, please call the Secretary of State's office in Augusta at (207) 287-3501.

All documents become the property of the Board upon submission, and will not be returned. If you write your address on the enclosed postcard, it will be mailed to you as soon as the Board receives your application materials.

By submitting your application, you will automatically be kept informed of training sessions, examination information, and all pertinent certification information.

*Persons who currently hold a valid Master Oil Burner Technician License are exempted from the application and examination fee for the oil tank installer certificate. A completed application must still be submitted. Please submit a photocopy of your oil burner license together with your application. No fees are waived for applicants applying for either an underground tank inspector certificate or remover certificate.



STATE OF MAINE

Maine Board of Underground Storage Tank Installers

Privileges

The Maine Board of Underground Storage Tank Installers offers a number of certificates. Each of these certificates permits different types of work. Certificates offered are as follows:

Class 2 Oil Storage Tank Installer: This certificate permits individuals to install, inspect and remove all types of underground oil storage tanks and facilities. Class 2 installers may also install underground hazardous substance tanks under the supervision of registered engineers. Field constructed tanks and impressed-current cathodically protected tanks and facilities are excluded, however.

Class 3 Oil Storage Tank Installer: This certificate only permits the installer to install and inspect tanks and facilities for the storage of No. 2 fuel oil for consumption on the premises of the facilities.

Underground Storage Tank Inspector: This certificate permits the inspector to conduct the annual inspections of underground oil storage facilities required by State law and Department of Environmental Protection rules. Demonstration of third party cathodic protection tester certification is also required to conduct the cathodic protection tester portion of the annual inspection. Certification by the manufacturers of leak detection equipment is required to annually inspect specific brands and models of equipment.

Underground Gasoline Tank Remover: This certificate allows the certified person to remove underground gasoline tanks under certain special conditions. These conditions are (1) all the tanks at a single location are removed at the same time, and (2) no new tanks are installed at the same location for a period of at least six months following the removal.

In addition, the Board assists the Department of Environmental Protection in certifying fire-fighting personnel to supervise underground gasoline tank removals by accepting applications and examining the applicants.

No certificate is required to remove heating oil tanks or other tanks that store fuels that are not classed by the National Fire Protection Association (NFPA) as explosive. The removal of tanks storing explosive fuels

such as gasoline and aviation fuel do require certified people.

Certification Requirements

All certificates require some form of testing and demonstration of field knowledge. All certificates (except those for fire officials supervising gasoline tank removals) also are valid for two years at a time, after which they may be renewed by payment of appropriate fees and demonstration of having attended eight (8) hours of Board approved continuing education credits. Initial certification is somewhat different for the various classes.

Oil Tank Installers: The first step is filing an application with the Board. The Board only certifies individuals; companies or corporations may not be certified. All applicants for oil tank installer's certification must take an initial general test.

Generally, applicants will apprentice on six (6) facility installations, under the supervision of a certified installer. Apprenticeship requirements differ between classes:

Class 2: The Class 2 apprenticeship consists of six (6) installations, all of which are on tanks or facilities used for motor fuel or the marketing and distribution of oil.

Class 3: The Class 3 apprenticeship consists of six (6) installations, all of which are on tanks or facilities used for the storage of No. 2 fuel oil for consumption on the premises where stored.

If you are applying for a tank installer certificate, please list the name and certificate number of the installer who will supervise your installations.

The Board may issue a variance to the apprenticeship requirement if the applicant (1) has assisted on at least as many installations as required for apprenticeship outside Maine where technical standards are at least as stringent as Maine's; (2) the applicant is able to demonstrate the above by personal appearance and documented evidence before the Board; and (3) he/she has paid appropriate fees.

Following the apprenticeship, the applicant must pass a final examination specific to the class desired.

Gasoline Tank Removers: The process for certifying gasoline tank removers differs somewhat from oil tank installers. For these certificates, an apprenticeship period and a final examination are not required. Instead, the applicant is required to successfully perform a petroleum tank removal under the supervision of a designated employee of the Department of Environmental Protection after passing a written examination. It is up to the applicant to find a site for this "on-site examination", negotiate a mutually convenient time with Board staff, and ensure that he/she is completely prepared at the time of the examination.

There is no on-site examination requirement for fire officials who seek to be certified by the Department of Environmental Protection to supervise gasoline tank removals.

An applicant has six (6) months from the time he/she passes the initial examination to successfully complete an on-site examination. An applicant has one and only one chance to complete the on-site examination for every time he/she passes the written examination. The Board may, for good cause, extend the six (6) months for an additional three (3) months.

For safety reasons, applicants for the gasoline tank remover certificate must accomplish their on-site examinations on diesel or fuel oil storage tanks rather than gasoline storage tanks.

Underground Oil Tank Inspectors. Passage of a single examination is required for certification as an underground oil storage tank inspector. The applicant must demonstrate additional certifications by associations and/or manufacturers to test the cathodic protection or inspect specific brands of leak detection equipment.

Fees

Underground Storage Tank Installers

Initial Fee	\$200.00
Variance to Apprenticeship	\$200.00
Annual Apprentice Renewal	\$150.00
Final Examination	\$150.00
Two Year Recertification	\$150.00

Persons holding Master Oil Burner (MOB) Technician licenses are exempted from testing and certification fees for underground oil storage tank installer certificates only.

Gasoline Tank Removers and Fire Officials

Initial Fee*	\$ 25.00
*Applicable to Fire Officials	
Study Materials	\$ 75.00
On Site Exam Deposit	\$ 350.00
Daily On Site Exam Fee	\$ 350.00

Certification/Recertification \$ 150.00

Underground Storage Tank Inspectors

Test Fee	\$250.00
Certification Fee	\$150.00
Two Year Recertification	\$150.00

Examination Process

Examination post cards notifications will be mailed approximately two weeks before the examination is administered. This card will explain the date, time and location.

What to Bring to the Examination

You must bring your admission postcard and official photo identification (such as a driver's license or a passport). You will not be admitted without official photo identification. You have as long as you need to take the examination. Inspector applicants may also bring the reference materials which accompanied the study packet that was provided.

Only pre-registered candidates will be admitted to the examination. No walk-in applicants will be admitted. An applicant who does not appear for the scheduled examination will forfeit the examination fee. An applicant who arrives after the examination supervisor has started the instructions may not be admitted.

Description of Examinations

Examinations for all certifications except the inspector examination are closed book, multiple choice formats. Some questions may refer to a figure drawing, table or chart in the examination booklet.

Examinations for the inspector examination are open book and multiple choice. The applicant may use the reference materials provided with the study guide for the examination, but may not use the study guide itself.

Scoring Information

All examinations consist of at least 100 (150 for the Class 2 final installer examination) multiple choice questions. A minimum score of at least 80% is required for passage.

The Board reserves the right to scale the inspector exam passing score upwards after its first administration, based on the distribution of scores. Most commonly, this is a written examination. An application can request an oral examination if good cause exists as to why he/she could not take a written examination.

Your score is based on the number of questions you answer correctly. You will not be given credit for any question that has been answered incorrectly, left blank

or has more than one answer marked. Be sure to mark an answer for each question. There is no penalty for guessing.

Your score is confidential and will **NOT** be released to anyone other than you and the Board. Your score will be mailed to you **approximately 15 working days after your examination. No scores will be given over the telephone.**

A candidate who does NOT pass will be notified of procedures for re-testing.

Please notify Staff of the Board of any change of address, phone number or email address.

Candidates with Special Needs

If a physical disability or other special need prevents you from taking the examination under normal conditions, you may request a special arrangement form. Submit medical documentation of your disability to Staff along with your registration form and fee.

Examination Dates, Deadlines and Locations

The next examination will be on June 6, 2003, beginning at 9:00 a.m. The examination will be administered in the Augusta, Maine area.

Examination Review

If you did not pass an examination you will be given the opportunity to review your examination. Please contact Staff for further information.

EXAMINATION APPLICATION

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BOARD OF UNDERGROUND STORAGE TANK INSTALLERS
17 STATE HOUSE STATION
AUGUSTA, ME 04333-0017
TEL: (207)287-2651 FAX: (207)287-7826

Office Use Only

Application Received: _____

Check Number: _____

Check Amount: _____

Post Card Mailed: _____

This application is public record for purposes of Maine's Freedom of Access Law, 1 MRSA §401, et seq. Public records must be made available to any person upon request. Information that you supply as part of this application (except your Social Security number) is public information. Other licensing records to which this information may later be transferred are also considered public records. Where permitted by law, your name, license number, mailing address and other information listed on this application may be posted on the State's website.

The following statement is made pursuant to the Privacy Act of 1974, Section 7(B). Disclosure of your social security number is mandatory. Solicitation of your social security number is solely for tax administration purposes pursuant to 36 M.R.S.A. Section 175 as authorized by the tax reform act of 1976 (42 U.S.C. Section 405(C)(2)(C)(I)). Your social security number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your social security number and it shall be treated as confidential tax information pursuant to 36 M.R.S.A. Section 191.

APPLICATION

IMPORTANT: You must submit your application and examination fee with this application.

NOTE: The application fee is non-refundable.

The study materials will be mailed to you upon receipt of the study materials examination fee, made payable to Treasurer, State of Maine.

Please indicate:

Examination Study Materials: ☐ Yes ☐ No

TYPE OF EXAMINATION

☐ Underground Oil Storage Tank Installer

☐ Class II

☐ Class III

☐ Underground Oil Storage Tank Remover

☐ Underground Oil Storage Tank inspector including;

☐ Specific Manufacturer Certification

☐ Cathodic Protection Testing

Name of applicant:		Email Address:	
Home Address of Applicant:			
City:	State:	Zip Code:	
County:		Home Telephone: () -	
Business Address of applicant:			
City:	State:	Zip Code:	
County:		Business Telephone: () -	

Please indicate where you wish to receive mail sent by the Board:

☐ Home Address

☐ Business Address

Social Security Number: _____ - _____ - _____

If you are applying for an oil tank installers certificate, please list the name and certificate number of the installer who will supervise you:

Name _____ ID number _____

Place of Birth: _____

Date of Birth: ____/____/____

Sex: ☐ Male ☐ Female

Do you hold any other type of professional registration or license from a governmental body in or out of the State of Maine (i.e.: electrician's or plumber's license)? ☐Yes ☐No

Type of license: _____

Issuing Agency: _____

State: _____

Date Issued: _____

Date Expired: _____

Has this license ever been revoked or suspended?

☐Yes ☐No

If yes, provide appropriate dates of suspension or revocation.

Date Issued: _____ Date Expired: _____

*

Type of license: _____

Issuing Agency: _____

State: _____

Date Issued: _____ Date Expired: _____

Has this license ever been revoked or suspended?

☐Yes ☐No

If yes, provide appropriate dates of suspension or revocation.

Date Issued: _____ Date Expired: _____

TRAINING AND EDUCATION

Please complete this section by listing all tank installation, inspections & construction safety classes, seminars or courses you have completed.

TITLE	PRESENTED BY	DATE(S)

EMPLOYMENT RECORD

Please list your professional experience related to tank installation, removal or inspection. Begin with present position and proceed to prior employers. If more space is needed, attach an 8 ½ x 11 sheet of paper to this application.

PRESENT OR LAST EMPLOYER:	From: ____/____/____ To: ____/____/____
COMPLETE ADDRESS:	TELEPHONE NUMBER:
YOUR TITLE:	NAME OF SUPERVISOR:
DETAIL OF WORK PERFORMED:	
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT:	

EMPLOYER #2	From: ____/____/____ To: ____/____/____
COMPLETE ADDRESS:	TELEPHONE NUMBER:

YOUR TITLE:	NAME OF SUPERVISOR:
DETAIL OF WORK PERFORMED:	
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT:	

EMPLOYER #3	From: ____/____/____ To: ____/____/____
COMPLETE ADDRESS:	TELEPHONE NUMBER:
YOUR TITLE:	NAME OF SUPERVISOR:
DETAIL OF WORK PERFORMED:	
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT:	

EMPLOYER #4	From: ____/____/____ To: ____/____/____
COMPLETE ADDRESS:	TELEPHONE NUMBER:
YOUR TITLE:	NAME OF SUPERVISOR:
DETAIL OF WORK PERFORMED:	
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT:	

**THIS SECTION APPLIES TO APPLICANTS FOR UNDERGROUND STORAGE
TANK INSPECTOR CERTIFICATION ONLY**

If you are or were certified to test cathodic protection systems by a professional organization such as NACE International, provide the following information about your certification and enclose a copy of your most recent certificate or identification card. Demonstration of cathodic protection tester certification is required in order to conduct cathodic protection tests.

Certifying Agency	Certification Title	Certificate Number	Date Certified	Expiration of Certificate

List Manufacturer Certificates and Training for the Operation and Testing of Leak Detection Equipment (use additional space if necessary). Enclose copy of your most recent certificates or identification cards. If a manufacturer certification program is available it is required for an inspector to complete before he or she can inspect that equipment.

Manufacturer	Model of Equipment	Certification Level (If applicable)	Date Certified	Expiration Of Certificate

I HEREBY CERTIFY THAT THIS APPLICATION CONTAINS NO WILLFUL MISREPRESENTATION OR FALSIFICATION AND THAT THE INFORMATION GIVEN BY ME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MY ANSWERS MAY BE VERIFIED AND THAT I MAY BE DECLARED INELIGIBLE FOR A LICENSE IF THE INFORMATION CONTAINED HEREIN, UPON INVESTIGATION, IS FOUND TO BE MISREPRESENTED OR FALSIFIED.

Signature of Applicant

Date

THIS SECTION MUST BE COMPLETED BY A NOTARY PUBLIC

State of _____ County of _____

The above named _____ personally appeared

before me and being duly sworn according to law deposes and says that the answers set forth in this application are complete to the best of his/her knowledge and belief.

Sworn and subscribed to before me this _____ day of _____

20 _____.

Notary Signature

My Commission Expires: _____

ACCOMMODATION REQUEST FORM

The information requested below and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your express written permission.

Name:		
Mailing Address:		
City:	State:	Zip Code:
Social Security # ____ - ____ - _____	Telephone #: (____) _____ - _____	

ACCOMMODATIONS REQUESTED FOR THE _____ EXAMINATION.
(CHECK ALL THAT APPLY)

- ☐ ACCESSIBLE TESTING SITE
- ☐ LARGE PRINT
- ☐ READER AS ACCOMMODATION FOR VISUAL IMPAIRMENT
- ☐ READER AS ACCOMMODATION FOR LEARNING DISABILITY
- ☐ OTHER: _____

COMMENTS: _____

SIGNED: _____ DATE: _____